



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 21-59		
Business Title: Electrician	State Classification: Electrician II	
Salary Group: A16	Salary: \$3,750.00 (Month) \$45,000.00 (Year)	Hours/Week: 8:00 am – 5:00 pm, M-F
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 07/09/2021	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open Until Filled	Shift Differential: N/A	Openings: 1
Division: Facilities Management and Operations		Program: Facility Maintenance

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs complex (journey-level) electrical work in the maintenance and repair of electrical equipment, circuits, and commercial power and lighting systems. Work involves installing, replacing, and maintaining electrical systems, apparatus, components of machinery, and equipment. This position works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Installs electrical systems, apparatus, and electrical components of machinery and equipment in accordance with the National Electrical Code (NEC).
- Inspects, tests and repairs electrical equipment, lighting and power circuits.
- Isolates defects in wiring, circuit breakers, fuse, switches, and other elements and replaces faulty switches, circuit breakers, fuses, and other elements of electrical systems.
- Performs electrical work in all phases of the electrical trade using meters and tools of the trade.
- Maintains, test, and repairs backup generators and power supply systems.
- Possesses familiarity with Medium Voltage.
- Makes procurement/contracting decisions based on compliance with TFC's Purchasing Policies and Procedures.
- Completes timekeeping and other advanced paperwork.
- Provides professional responses to building tenants, clients and staff as necessary.
- Required to work on and around live electrical circuits in accordance with the TFC electrical safety policy.
- Required to work outside of normal business hours as necessary.
- Operates a state motor vehicle in order to perform essential functions.
- Performs other job duties as assigned.
- Possesses familiarity with office building HVAC equipment including frequency drives (VFD) and associated electrical distribution systems.

MINIMUM QUALIFICATIONS:

- Experience in the operation, maintenance, and repair of electrical equipment.
- Graduation from a standard senior high school or equivalent, supplemented by vocational or special training in an electrical trade is generally preferred.
- Experience and education may be substituted for one another.
- May require appropriate licensure from the Department of Licensing and Regulation.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:



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- Knowledge of general principles and theory of electricity, and of safety regulations.
- Ability to multi-task
- Ability to make maintenance or electrical repairs, to diagnose malfunctioning units, to maintain records, to communicate effectively, and to provide guidance to others.
- Ability to safely operate hand and power tools.
- Ability to use cellular phone communications.
- Ability to maintain effective working relationships with peers, agency personnel, tenants, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Knowledge and skill to complete and route daily paperwork.
- Skill in the use of various brands and types of electrical instruments that measure voltage, amperage, resistance, insulation resistance and trace circuits. Skill in the use of trade tools including pipe benders.

Physical Requirements and/or Working Conditions:

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally, 100 lbs. of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 12Q Powerline Distribution, AE Aviation Electrician's Mate, AET Avionics Electrical Technician, 1141 Electrician, 3E0X1 Electrical Systems, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433



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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 14669744

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